



APPLICATION INSTRUCTIONS

2016 Martin Luther King Day of Service Grants

Call for Applications

UServeUtah, Utah's Commission on Service & Volunteerism, is now accepting applications for Martin Luther King Day of Service project grants from Utah nonprofit organizations. The goal of these grants is to increase the number of people who serve in meaningful roles as volunteers dedicated to addressing important needs in communities across Utah.

The specific goal of these monies is to assist nonprofit organizations who participate in national days of service projects with the costs of 1) building awareness about volunteer opportunities that exist in all regions of Utah; 2) developing a large scale service project as a way to recruit and retain volunteers for more long term projects.

Grants up to **\$1000** will be awarded to Utah non-profit organizations to assist in creating projects that occur between **January 15-24, 2016**, celebrating Martin Luther King Day of Service (January 18, 2016). A minimum of 75 volunteers must be recruited and used in the MLK Day of Service projects.

The following tools are available at UServeUtah.Utah.Gov

- MLK Day Toolkit
- Communicating Through Digital and Social Media
- MLK Day Funding
- MLK Day Project Ideas
- Volunteer recruitment and retention (Seniors, Baby Boomers, and Students)

The non-profit organizations will be responsible for:

- Obtaining a 100% match. The match can be cash or in-kind, or a combination of both.
- Applications are due by end of business day on **December 21, 2015**.
- Recruiting at least **75 volunteers** and tracking hours of all volunteers, but broken down by current or previous volunteers and volunteers new to this project. The 75 number is cumulative and can be added over a number of days if the project is more than one day. Volunteers cannot be counted twice if they return for several days on a single project.
- Covering all costs incurred by projects until reimbursement from the UCSV is received. This is a reimbursable grant.
- Tracking all expenses and submitting a detailed invoice to the UCSV for reimbursement, which will include details on the **100% match requirement**.
- Submission of final report. Report will be sent with notification of funding if your project is selected.
- Acknowledging UServeUtah's participation in your event by use of logo, signage, etc.

Failure to meet all of the above requirements could result in the organization not receiving the grant money.

Eligible Activities

Any volunteer service activity taking place on or around Martin Luther King Day that benefits a community and raises awareness of volunteer opportunities in a respective area.

** In an effort to attain geographic diversity throughout the state, the Commission reserves the right to give significant consideration to applicant's geographic location.

Funding restrictions

Grants may not be used for fundraising or cash prizes. Political or religious proselytizing activities are also prohibited.

Application Deadlines

- A. Applications are due **December 21, 2015**. Please complete the application and email to annadecker@utah.gov.
- B. Grant recipients will be announced by **December 31, 2015**.
- C. Service Projects must be completed between **January 15-24, 2016**.
- D. Final grant reports are due by **February 26, 2016**.

Please note that this is a reimbursable grant.

All deadlines and requirements must be met to receive grant reimbursements.